



**Health and Human Services Commission (HHSC)  
Provider Finance Department (PFD)**

**Nursing Facility (NF) Liability Insurance Attestation Portal.**

**Login Instructions**

**Overview**

The Nursing Facility Liability Insurance Coverage Add-on ensures that the rate determination rules for nursing facilities provide for the rate component derived from reported liability insurance costs to be paid only to those nursing facilities that purchase liability insurance acceptable to the commission.

In accordance with Title 1 of the Texas Administrative Code (1 TAC) Section 355.312, all nursing facility providers must complete a Nursing Facility Liability Insurance attestation during an open enrollment period between July 1, 2025, and July 31, 2025, to receive the applicable liability insurance add-on rate for state fiscal year 2026 (September 1, 2025, to August 31, 2026).

The Nursing Facility Liability Insurance attestation form must be received through the HHSC NF [Liability Insurance Attestation Portal](#) by July 31, 2025, at 5:00 pm (CDT). No faxes, mail, or emails will be accepted. HHSC PFD will not accept requests after the deadline.

**Returning User:**

Access the portal using the highlighted link above.

1. Enter your username (email address).
2. Enter your password.
3. Click Login.

## **New User**

1. Click on the New User Account link on the main login screen.
2. Enter your name, title, email, address, city, state, zip, and phone number information on the form.
3. Click Submit.

An email will be sent with your username and password. Once you receive the email, go back to the login page and enter the information.

If you do not receive an email, please send an email to [PFD-LTSS@hhs.texas.gov](mailto:PFD-LTSS@hhs.texas.gov) and include name, email, phone number, and contract number/component code. PFD will contact you with information.

You will not have any access to contract or component code information until assigned a role by the provider.

## **Forgot Password**

If you have forgotten your password,

1. Click on the Forgot Password link on the login screen.
2. Enter your email address in the box and click the recover password button.
3. An email will be sent with your temporary password.

## **Change Password**

If you want to change your temporary password,

1. Click on the Change Password link on the login screen.
2. Enter the information as request on the screen.
3. Click Change Password.
4. Click Close to exit the screen without changing your password.